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Governor

Talauega E.V. Ale  
Lieutenant Governor



Lynn Pulou-Alaimalo  
Director

Max Tuitele  
Deputy Director

Faagau Steve Lefiti  
Deputy Director,  
Employee Development & Training

**AMERICAN SAMOA GOVERNMENT  
DEPARTMENT OF HUMAN RESOURCES  
PAGO PAGO, AMERICAN SAMOA 96799**

**JOB ANNOUNCEMENT**

<b>Job Title:</b> <b>Urban Planner</b>	<b>Posting Date:</b> <b>November 19, 2021</b>	<b>Serial No.</b> <b>215-21</b>
<b>Department/Division:</b> <b>Urban Planning and Development</b>	<b>Closing Date:</b> <b>December 23, 2021</b>	<b>Announcement No.</b> <b>162-21</b>
<b>Type of Position:</b> <b>Temporary Appointment</b>	<b>Posting Type:</b> <b>Employment Opportunity/ Open to the Public</b>	<b>Pay Grade and Salary Range:</b> <b>GS 14/ \$19,567- \$55,057. p.a.</b>

**General Description:** This is a full-time position that is under the general direction of the Territorial Planner. An Urban Planner assists in supporting the Territory's development program including efforts focused on land use, the retention and expansion of existing business, and efforts to recruit specific targeted businesses to the Territory; the drafting of proposals and grant applications to support development objectives; coordinates projects with government and non-government organizations to support territorial development programs; proactively seek out new opportunities for the Territory's development strategies; and other duties as required.

**Key Duties and Responsibilities:**

- Lead project implementation in support of economic development priorities of the territory and as outlined in the CEDS (Comprehensive Economic Development Strategy)
- Assists in facilitating the urban planning and development process
- Support territorial development initiative and committees
- Develop economic profiles of the region and community as needed
- Assist in facilitating the development of a community development plan including vision, goals and objectives with an emphasis on economic development projects
- Research and provide recommendations on economics development opportunities
- Assist local organizations, businesses and individuals to take advantage of economic development opportunities
- Assist with the development of job creation projects
- Conduct surveys and research on market opportunities
- Identify capital development program opportunities
- Identify community training and development requirement to take advantage of economic development opportunities
- Research private and public sector economic development funding opportunities
- Consult with industry and government representatives concerning eligibility requirements for funding

***This is an Equal Employment Opportunity Employer***

Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799  
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"Here To Serve"

- Prepare proposals for funding to support community economic development
- Identify opportunities for joint ventures
- Assist with negotiations concerning joint ventures
- Provide assistance on preparing a business plan
- Provide advice on market analysis and economic opportunities
- Provide advice on product development and identification of target markets
- Identify management capabilities and recommend training requirements
- Determine startup costs, forecast sales and conduct a break-even analysis
- Conduct financial analysis on proposed business plans and opportunities
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**Knowledge, Skills and Ability:**

- Thorough knowledge of research and analytic techniques and principles and practices of urban or city planning, with an emphasis economic development planning
- Thorough knowledge and proficiency of diplomacy and general public relations
- Ability to perform basic research and analyze data using acceptable research practices, and to formulate alternatives and recommendations
- Ability to prepare written and graphic materials; to compose clear and concise reports; to prepare and make presentations; and to communicate effectively, orally and in writing, with citizens, professional peers and elected officials
- Skills in researching and manipulation of data records
- Basic proficiency in word processing and knowledge of spreadsheet computer applications required
- Must be able to develop or have the experience in community planning, manufacturing, industrial employment, development in municipal environment
- Ability to operate a motor vehicle

**Academic and Experience Requirements:**

- Applicant must have a master's degree in related field from an accredited college plus 3 years of work-related experience OR Bachelor's plus 5 years with a capacity of 3 years of supervisory
- Years of progressively responsible working experience may be substituted for portion of the academic requirement if not met.
- Salary will commensurate with degree and experience

**Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 633-4485/633-4000.**

Fa'afetai tele,



Lynn Pulou- Alaimalo  
Director, Department of Human Resources